



**Department of Environment and Conservation  
TDEC Environmental Manager 4 – Nashville, TN Central Office  
Division of Solid Waste Management  
Annual Salary Range: \$62,664 - \$100,248**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

**About the Division of Solid Waste Management**

The Division of Solid Waste Management (DSWM) is responsible for protecting the health and environmental quality for all Tennesseans through responsive and effective oversight of waste management activities. Division activities are land-based, regulating both solid waste and hazardous waste through specialized programs and functions. These include landfill permits, hazardous waste permits, state remediation program, used oil management, lead-based paint abatement, special waste, universal waste, and annual waste reporting.

**Summary of Position**

This Executive Service position is located in the Division of Solid Waste Management's Central Office in Nashville, TN. The selected candidate will be the program manager in the Division of Solid Waste Management, Solid Waste Permitting Program. This position has six (6) direct reports, with a total of ten (10) employees in the Central Office Program. This position does require occasional overnight in state travel.

**Principal Duties and Responsibilities**

This Executive Service position is responsible for directing and providing managerial support to the Division of Solid Waste Management's statewide Solid Waste Program. The position is responsible for providing consultative, technical and educational services to stakeholders for protecting human health and promoting safety. This position is accountable for both accuracy and timeliness of all solid waste facility permits issued in the State of Tennessee. The Solid Waste Program Manager conducts a permit review meeting for each proposed landfill with the permit writer and reviews all other final permits for consistency with Division policy. Permit Review timeframes are evaluated

and reported to the Director to ensure established regulatory deadlines are met. This position reviews budget activities in the program.

### **Knowledge, Skills and Abilities**

The successful candidate will have a demonstrated ability to function independently to provide landfill management technical expertise with minimum guidance in a highly demanding work environment. The ideal candidate should possess the following attributes:

- At least 5 years of experience in landfill permitting, design or management; 7 or more years managing and developing a technical staff; and experience monitoring and reviewing the budget of a large program.
- Strong working knowledge of Tennessee solid waste regulations including knowledge of landfill design operational practices and quality assurance procedures.
- Experience participating in site investigations for contamination.
- Knowledgeable regarding drafting, reviewing or implementing solid waste closure plans and landfill designs.
- Able to recognize and implement program improvements and measure performance against goals to evaluate results.
- Writes clearly and succinctly in a variety of communication settings and styles getting information across with the desired effect.
- Is task oriented; able to break down work into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks. Results-oriented with a commitment to the mission of the Department and dedicated to meet the expectations and requirements of internal and external customers.
- Can effectively establish and maintain positive relationships with stakeholders and gain their trust and respect. Demonstrates high integrity and good judgment.

### **Education and Experience**

Preferred education includes graduation from an accredited college or university with a bachelor's degree in engineering in an applicable field, such as civil, environmental, or chemical engineering. Preferred experience includes the equivalent to five years of full-time professional environmental work, with five years in permitted waste management. Possession of a professional engineering license is preferred. Experience can be substituted for education with an additional 10 years of experience involving landfill permitting, design or management.

All interested candidates should submit via email ([TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)) resume, cover letter, and writing sample to Beth Smith, Director, Office of Talent Management. Writing samples should reflect technical experience and expertise in solid waste management not to exceed 10 pages. The position will remain posted until October 15, 2017. Additional questions regarding the position should be sent to [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

TDEC is an AA/EEO/ADA equal opportunity employer.